

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PAS-2

For: Louisiana State and County Offices

Printing and Mailing Sugarcane Acreage Base Producer Notification Letters

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Farm Security and Rural Investment Act of 2002 (the Act) provides for establishing sugarcane base acreage for a farm, and implementing proportionate shares, if applicable, in States with more than 250 sugarcane producers. Louisiana is the only State with more than 250 sugarcane producers.

Notice PAS-1 informed County Offices that a sugarcane detailed acreage history report had been developed that was to be mailed, along with a producer notification letter, to each owner and operator on each farm with reported sugarcane acreage. The detailed sugarcane acreage history report provides the following farm information:

- farm operator
- tract owner
- reported planted sugarcane acreage for 1999 through 2001 by tract
- farm summary of reported planted sugarcane acreage for 1999 through 2001
- farm sugarcane acreage base.

Notice PAS-1:

- provides County Offices with instructions for accessing, viewing, printing, and updating sugarcane acreage history information
- informs County Offices that producers are allowed to correct previously filed sugarcane acreage reports or late-file sugarcane acreage reports.

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Disposal Date

April 1, 2003

Distribution

Louisiana State Office; State Office relay to County Offices

Notice PAS-2

1 Overview (Continued)

B

Purpose

This notice instructs County Offices to:

- ensure that all sugarcane acreage history data has been reviewed, and if necessary, properly loaded according to Notice PAS-1 before printing the notification letter in Exhibit 1
 - begin printing the producer notification letter (Exhibit 1) for each owner and operator on each farm with reported sugarcane acreage
 - attach a copy of the Detailed Acreage History Report to the notification letter for the corresponding farm before mailing
 - begin mailing notification letters as soon as possible and complete mailing by December 20, 2002.
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C

Software

KC-ITSDO will broadcast additional sugarcane program software to Louisiana on or about December 3, 2002. A forthcoming information bulletin will be provided.

2 County Office Action

A

Printing the Detailed Acreage History Report

County Offices shall follow Notice PAS-1 to print the Detailed Acreage History Report for each applicable farm.

Important: Only 1 Detailed Acreage Report will be printed for a farm. County Offices shall reproduce the farm's Detailed Acreage History Report, as needed, to ensure that the operator and each owner of the farm receive a copy of the Detailed Acreage History Report attached to their notification letter.

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Notice PAS-2

2 County Office Action (Continued)

B

Processing the Notification Letters

To start processing the records for printing the notification letters, on the Sugarcane Program Menu MIAS00, ENTER “3” and PRESS “Enter”.

Note: See Notice PAS-1, paragraph 3 to access the Sugarcane Program Menu MIAS00.

Screen MIAMSGPW will be displayed with the message, “Processing records - please wait.”

The time to process all records to print the notification letters may take several hours to complete. The terminal cannot be used for any other activity while selections are being processed.

Important: Once started, do not cancel the processing job unless absolutely necessary. If the processing job is cancelled before completion, County Office must restart process from the beginning.

C

Printing the Notification Letters

After the records are processed:

- the mailing software shall be accessed
- Screen MAEC2G05 shall be displayed with the selection results.

County Office shall follow 5-AS, Part 10, Sections 3 and 4 to print the notification letters.

The notification letters will print in farm number order. A letter will print for the operator and each owner of the farm.

Important: County Offices **shall not** create and mail their own notification letters. The notification letter in Exhibit 1 shall be used.

Note: Printing the notification letters can fill the spool file. County Offices shall limit the number of pages printed in a batch.

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Notice PAS-2

2 County Office Action (Continued)

C

Mailing the Notification Letter and Detailed Acreage History Report

The County Office shall:

- ensure that, before mailing the notification letters, a copy of the Detailed Acreage History Report for the corresponding farm is attached to a copy of **each** notification letter
 - begin mailing notification letters as soon as possible, and complete mailing by December 20, 2002.
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Example of Sugarcane Producer Notification Letter

July 15, 2002

Farm Number: 1

Jane Doe
123 Any Street
Anywhere USA 12345

Dear sugarcane producer:

The Farm Security and Rural Investment Act of 2002 (2002 Act) includes provisions for establishing annual allotments for the marketing of sugar by processors at a level that result in no forfeitures of sugar to the Commodity Credit Corporation under the sugar loan program. To ensure that the marketing allotment established for the processors is not exceeded in a State with more than 250 sugarcane producers, the 2002 Act provides for the establishment of a Sugarcane Acreage Base for a farm, and implementing proportionate shares, when applicable.

When the quantity of sugarcane produced will be in excess of the quantity needed to enable the processor to fill the allotment for the year, a proportionate share of the Sugarcane Acreage Base for each farm shall be established which shall limit the acreage of sugarcane that may be harvested on the farm for sugar or seed during the crop year the allotment is in effect.

The sugarcane acreage base for a farm is calculated as the average of the sugarcane acreage planted for harvest for sugar or seed using the 2 crop years with the highest planted acreage from 1999 through 2001.

The enclosed Detailed Acreage History Report provides you the sugarcane acreage reported for your farm(s), and is identified for each tract on the farm for the crop years 1999, 2000, and 2001. The information on the enclosed report was obtained from the applicable years' acreage reports on file in our office. The last line item on the enclosed report provides the calculated Sugarcane Acreage Base for the farm.

Please review the attached report and carefully examine the acreage shown for each year and tract. If you agree that the information for the farm is complete and accurate, no further action is required at this time. If you believe that any of the information on the enclosed report is in error, you should contact this office within 30 calendar days of the date of this letter. A request must be in writing and accompanied by factual information and documentation indicating why you believe the information is in error.

Please contact the county office if you have any questions.

Sincerely,

County Executive Director
Anywhere County FSA Office
Enclosures